

Job title: Specialist, Communications & Partnerships, Spain

Reports to: Director, Tent España

Based in: Madrid / Barcelona metropolitan area

Please note that full fluency in Spanish and English is essential for this role.

To apply, please send the English version of your resume and cover letter to careers@tent.org. If your background aligns with our needs, a member of our team will be in touch.

About the Tent Partnership for Refugees:

With more and more refugees displaced around the world for longer periods of time, businesses play a critical role in helping refugees integrate economically in their new communities. The Tent Partnership for Refugees was launched in 2016 by Hamdi Ulukaya, the CEO and founder of Chobani – a multibillion dollar food company in the U.S. – to mobilize leading businesses to help connect refugees to work. Today, Tent is a global network of over 500 major companies committed to hiring, training, and mentoring refugees. Find out more at www.tent.org.

About the role:

Tent is looking for a highly motivated, operational, and analytical professional with outstanding writing, presentation, relationship building, project management and organisational skills to join our team in Spain. The Communications & Partnerships Specialist will be responsible for organising and executing a range of in-person and virtual Tent España events, researching and pitching speaking opportunities in Spain, and supporting all communication activities, including media engagement, producing traditional and social media content, and writing talking points. This role will also gain a deep understanding of the diverse refugee hiring and mentoring needs of existing member companies, build strategic connections between these companies and refugee-facing organisations, and actively drive the hands-on execution of refugee mentorship programs. They will also play an important role in recruiting new companies to join Tent España.

Key responsibilities:

Communications, Marketing & Events

- Collaborate closely with the Director of Communications, Europe, to formulate Tent's communications plan in Spain
- Research, vet, pitch, and tee-up external speaking opportunities for the Country Director, providing them with support in the lead-up to events by drafting speaking points, liaising with event organizers, promoting them externally, etc.
- Copy-edit, proof, and at times translate, written content such as reports, press releases, social media copy, and marketing materials in Spain

- Encourage and work with companies in Spain to communicate their Tent-related refugee efforts in traditional media and on social media
- Support the execution of communications activities such as press campaigns and launches including: drafting/tailoring press releases, LinkedIn posts, drafting quotes, and developing media relations
- Proactively identify press opportunities for press engagement in Spain to raise awareness of Tent España, as well as manage any in-bound media inquiries
- Help develop pitch decks, two-pagers, and other materials helpful to advance Tent's work required by the Country Director
- Monitor news relevant for Tent's mission and keep track of important political developments related to refugee situation in Spain
- Organize and facilitate a range of in-person and virtual Tent events, including company calls, workshops, job fairs, conferences, etc.

Partnerships & Relationship Management

- Take on relationship management of select existing Tent España member companies to steward their refugee mentoring and hiring efforts and deepen their engagement with Tent
- Create materials for company calls, coordinate follow-up and related communications
- Assist with expanding Tent's NGO and other implementing partners' network in Spain, including government agencies/departments and municipalities
- Help develop and conduct trainings for companies on a range of topics related to refugee hiring, mentoring and inclusion
- Support in adapting Tent resources and materials for the Spanish landscape that provide guidance to companies on refugee hiring
- Provide operational support to the Mentorship Programs Team by matching mentors and mentees, helping address queries from program participants and participating NGOs
- Maintain strong relationships and collaboration with refugee-facing organisations (our 'implementing partners') to enable the delivery of mentoring programs with Tent member companies
- Track progress of mentorship programs, oversee and manage collection of key information and data from coalition members, and ensure Tent internal database is up-to-date

Essential skills/experience:

- Bachelor's degree
- 3-5 years of experience working with multinational companies (ideally in communications, corporate social responsibility, DEI, and/or partnerships), marketing/communication agencies, and/or international organizations
- Complete fluency in both English and Spanish
- Excellent written communication skills, producing clear and professional content for diverse audiences
- Confident public speaking and presentation skills to build relationships with a variety of stakeholders, and translating complex ideas into clear messages
- Strong, proven project management skills with the ability to manage multiple activities and stakeholders in a fast-paced environment

- Incredible planning, prioritization and organizational skills
- Ability to keep track of and juggle multiple priorities and to meet deadlines with accuracy and attention to detail

Preferred skills/experience:

- Knowledge of policy issues affecting migrants and refugees in Spain is helpful, but not essential
- Proficiency with MS Word, MS Excel, Google Workspace, Sharepoint, and/or Zoom is a plus
- Familiarity with customer relationship management tools (e.g., Salesforce, HubSpot) is a plus

Desired qualities:

- Comfortable working independently in a relatively small, ambitious, and growing organization (with the opportunities and challenges that come with that)
- A willingness to roll up your sleeves and tackle new challenges
- A positive, energetic, and collaborative mindset
- An innovative thinker, with a track record of translating thinking into action plans and output
- Openness to feedback
- Willingness and ability to travel from time to time within and outside Spain

Tent is an equal opportunity employer. Tent will not discriminate against any applicant for employment on any basis including, but not limited to: race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, marital status, predisposing genetic characteristics and genetic information, or any other classification protected by federal, state and local laws. We are dedicated to ensuring that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.